



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Building Security*

Number: *602*

Effective Date: *January 1, 2001*

Revised Date:

Rescinds: *002*

Dated: *October 7, 1992*

Approved By:

PURPOSE

To establish procedures for identification and admittance of non-employees to all non-public or secure areas of the Law Enforcement Center and Police Annex.

BUILDING SECURITY AND THE ISSUANCE OF VISITOR PASSES

1. Visitors to the Law Enforcement Center or Police Annex will report to the Reception Desk or the Police Services Counter. Each visitor will sign in and be issued a Visitor Pass that will be required to be displayed while inside the building.
2. A logbook will be maintained at each counter along with the Visitor Passes.
3. Every effort will be made to escort visitors to and from the office(s) they need to visit.
4. Visitor Regulation signs will be posted at each exterior building entrance door and at each interior door leading from the lobby areas to the office areas.
5. Visitors will not be allowed in any area of the building without a pass with the exception of the courtroom and lobby areas.
6. All personnel from other law enforcement or criminal justice agencies who are not in uniform must display their badge or credentials/identification.

7. Personnel in the building not displaying a Visitor Pass or who are unable to produce other approved identification will be politely escorted to the Police Services Counter or Reception Desk, and a determination will be made as to the purpose of their visit. If the reason is legitimate, a Visitor Pass will be issued. If the purpose cannot be determined, the Division Lieutenant will be notified to initiate an investigation into why this person or persons are in a restricted area without authorization.

8. All departmental personnel must ensure that this policy is enforced firmly, fairly and consistently.

9. Visitors are defined as persons who are not employed by a police or criminal justice agency. The following exceptions apply:

- A. City employees in the building on official City business must display their City ID and will not be required to obtain a Visitor Pass.
- B. Recruit officers in training are required to display their City ID card until they are issued uniforms.
- C. Family members of departmental personnel when accompanied by the employee will not be required to display a Visitor Pass.
- D. Private contractors doing business in the building for the Police Department (i.e. telephone service, electrical or alarm service, building maintenance, janitorial service) will not be required to obtain a Visitor Pass as long as they display a company identification card. They will still be required to log on the Contractor Service Log maintained in Communications.
- E. Confidential Informants will not be required to sign in with their name or report to the counter for a Visitor Pass. Officers expecting informants may sign in for the informant using a CI number or code, if applicable, and obtain a Visitor Pass. The informant will still be required to display the Visitor Pass while in the building, and must be escorted at all times.